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Dear Parent/Carer

Leave of Absence During Term Time

When making an application for leave of absence during term time, please be aware that from 1 September 2013 Head Teachers are not able to grant any leave of absence during term time unless there are exceptional circumstances.

The application form attached therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as "exceptional".

Parents should be aware that any absence from the Academy, for whatever reason, would have a damaging effect on the child's learning and progress.

Only in exceptional circumstances should parents apply for their child's release from school for any reason.

Should this be necessary please complete the Application for Leave of Absence during Term Time form and return it to the Headteacher no later than 2 weeks prior to the absence.

Following the submission of your application, you will be notified as soon as possible of the School's decision. Please note that leave of absence authorisation is entirely at the Head Teacher's discretion and if authorisation is granted, the number of days to be authorised will also be determined by the Head Teacher.

Parents/Carers should be aware that if your requested leave of absence is not authorised, but you still take the child out of school or you keep your child away from school for a longer time than agreed/authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. Fines will be issued to each person with parental responsibility for the child/children who is deemed liable for the offence/offences.

Yours faithfully

S Whitehead

Mr S Whitehead
Headteacher

Headteacher: Mr S Whitehead BA NPQH

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